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T/IX/M-3
16 November 1964

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

Task Team IX - ADP Systems Library

3rd
Minutes of 2nd Meeting - 4 November 1964

Members or Their Representatives Present

25X1A DIA - [REDACTED]
CIA - [REDACTED]
STATE - Mr. Alonzo J. Covel
ARMY - Lt. Col. LeRoy R. Conklin
NAVY - Mr. Marvin E. Van Dera, NCISC
Mrs. Margaret A. Boyer, STIC/3
25X1A NSA - [REDACTED]
AIR FORCE - Lt. Col. Robert R. McAnaw
NBS - Mrs. Ethel C. Marden
25X1A CSS - [REDACTED]

25X1A 1. The Chairman opened the meeting by requesting if there were any changes or amendments to the minutes of the last meeting. There were none so the minutes stood approved as submitted. A comment was made, however, later by [REDACTED] of CIA that the minutes had omitted the point he had made concerning the need for the classification of the elements of information that will be submitted from each agency. This item will be included in future considerations of the items being required.

2. A short discussion was held concerning the down-classified excerpt from USIB-S-13.1/4, a copy of which is attached herewith and made part of the minutes. The major question was the definition and interpretation of the word "system". It was determined that initially CODIB did probably not mean to include both the programs and data in the list of information required but that in the latter USIB directive (D-39.7/6, 6 May 1964), the word "system" referred to both program and data description requirements.

3. In accordance with the agenda, which is attached and made part of these minutes, the group discussed in detail revision of the Terms of Reference. A new draft copy is attached herewith. The major revisions include:

a. The addition of the definition of the ADP Systems Library. This definition was the result of the analysis of the two USIB directives

Group I
Excluded from automatic
downgrading and
declassification.

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and the present interpretation of the group for the purpose of this Task Team.

b. The last two sentences of the present paragraph II.b.1. were added.

c. An addition in the new paragraph II.b.1. concerning the ELINT and COMINT "end product" information.

d. Because of the time sequence, the new paragraphs II.b.2 & 3 are in reverse sequence from the preceding draft.

e. Paragraph C.3. was amended to add the thought that in addition to the CODIB Support Staff monitoring, DIA will provide ADP support services.

f. A phrase was added at the end of the present paragraph II.b.2. concerning the exclusion of certain intelligence elements cited from the DoD Directive.

4. During the consideration of the Terms of Reference the group again addressed itself to the relationship of the definition of the word "system" as it related to data files, programs, etc.

5. Mrs. Ethel C. Marden from the Bureau of Standards, next made a few comments concerning the activity of her agency which she felt to be pertinent to the deliberations of this Task Team. Mrs. Marden provided a brief description of their file organization project for the United States Army in the chemical field and the OTR index. She also suggested that each agency representative query his own organization as to how it might use the information being considered by the Team, thereby leading to a list of requirements that each agency might feel important. She also discussed the advisability of constructing a questionnaire with a pre-designated coding scheme.

6. The undersigned then provided each person present with a copy of the Bureau of the Budget Circular A55. In addition, some members were provided a copy of the task force report on "The Development of a Plan for a Library of Applications" which was provided to the Interagency Committee on ADP in 1962. Those attendees who did not receive a copy of this report were informed that additional copies will be available at the next meeting of the Task Team. A short summary of the pertinent parts of both of these documents were provided by the undersigned. The intention of providing this information to the group was to make certain that any pertinent work previously done in this area could be utilized by this group.

7. The group next discussed the general scope of the Team's activity with a few comments being first made by [REDACTED] on the results of the returns on the DIA draft proposal. [REDACTED] indicated that 18 of the 23 organizations queried had answered. Four of the 18 (all from one command) objected to the detail and 14 generally agreed with the proposal. The major objection that the one command centered on was the possible need for frequent "program" changes. However, this group did in their comments

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25X1A indicate the need for some such cataloging as is proposed in the DIA directive. [redacted] also pointed out that the missing organizations were; FED, TAC, FICHER, ACIO, and AMC. In regards to the volume, the reporting organizations indicated a total of approximately 383 separate reportable programs, about 290 data bases from DIA and about 190 data bases from the various commands.

8. The Chairman pointed out that after deliberation, DIA has decided to proceed with a form somewhat approximating its present proposed draft regulation, regardless of the depth of requirement that may be decided upon by the Task Team and the community as a whole. Comments were then accepted from the various agency representatives. NSA generally favored something less than the DIA draft included. The State member indicated no particular position since his department cannot contribute, but as a customer he would favor more, rather than less description. The Air Force tended to agree with the approximate detail as reflected in the DIA proposed regulation. The other representatives made no comment at this point.

9. It was agreed that there was no way to make comparison of the three lists before the group at this meeting. It was therefore suggested by the Chairman and agreed to by the group that [redacted] prepare a check list paper that will succinctly compare the three lists or reporting elements for both the data and programs. It was agreed that that will be prepared and distributed to the members of the Task Team in time for their consideration before the next meeting. The list is attached. 25X1A

25X1A 10. The NSA and CIA representatives stated they would, if requested by [redacted] provide her with a sample program abstract. After some discussion by the group as to what an "abstract" might include, it was also agreed that there is still the need to discuss how the security classification of the data being described will be handled, for example, will classification be put on each card? The consensus was that the reporting form would be a punched card. This discussion of classification also brought to the attention of the group the question of the definition of the ELINT and COMINT "end product" information and whether this definition or description may be declassified from a special category to "secret". The Chairman requested the secretary to attempt to have this portion of USIB-S-13/1/4 declassified so that the group can further discuss this matter. The Chairman requested each member to telephonically provide the secretary an okay of the Terms of Reference in time so such an approved document could be available by the next meeting. It was agreed that the meeting will take place on 23 November 1964 at 1000 in Room 2E56, CIA Headquarters.

[redacted]
Secretary 25X1A

Attachments:

- (1) Excerpt from USIB-S-13/1/4
- (2) Agenda
- (3) Revised draft Terms of Reference
- (4) *check list comparing USIB + DIA reporting elements.*

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